

United States Department of the Interior

Bureau of Land Management

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In Reply Refer To
1221/1278 (NV-955) P

EMS Transmission 3/13/2003
Instruction Memorandum No. NV-2003-041
Expires: 09/30/2004

MAR 11 2003

To: BLM Employees, Nevada

From: State Director, Nevada

Subject: Access Code Changes Relating to Temporary Directives and Permanent Directives

The attached Washington Instruction Memorandum (IM) No. 2003-089, introduces new access codes to be used on all temporary and permanent directives. Temporary Directives are Instruction Memorandums and Information Bulletins. The new definitions for access codes to be used on all Bureau of Land Management (BLM) directives are:

P = Public is used on directives with full public access – a directive on BLM's cost recovery policy.

I = Internal is used on directives that can only be accessed by BLM staff and may require Freedom of Information Act (FOIA) request for public access - a directive distributing a draft policy to other BLM staff for their review or comment.

R = Restricted is used on directives with access restricted to specific BLM staff – a directive explaining sensitive security or law enforcement procedures.

Permanent directives are Manual, Supplements, and Handbooks. The Freedom of Information Act, at 5 U.S. C. 552(a)(2)(C), states that agencies must make available to the public "administrative staff manuals and instructions to staff that effect a member of the public." One way the BLM meets this requirement is by posting the temporary and permanent directives to Electronic Reading Rooms on our external (public) websites. An example of a manual supplement title, with the new access code is: 1400-630 – Absence and Leave – (**Internal**). On all permanent directives, the full word is used., i.e., (**Internal**).

If you have any question, please contact Joanne Woodruff, State Records Manager, Nevada State Office, at 775-861-6461.


Jean Rivers, Council

1 Attachment

1 – WO IM No. 2003-089 (3 pp)

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240**

February 14, 2003

In Reply Refer To:
1221/1278 (560)P

EMS TRANSMISSION 02/25/2003
Instruction Memorandum No. 2003-089
Expires: 09/30/2004

To: All Employees
Attn: FOIA Coordinators, State/Center Records Administrators, Records
Managers, and Program Leads

From: Assistant Director, Information Resources Management

Subject: Codes for Posting Directives to the Internet/Intranet

Purpose: This Instruction Memorandum (IM) introduces new definitions for access codes to be assigned to all Bureau of Land Management (BLM) directives. These codes determine whether the BLM directives are to be posted to the Internet and/or Intranet. These access codes apply only to the BLM directives and are not to be confused with the Records Access Categories defined in the BLM Manual 1278 and listed in Instruction Memorandum No. 97-94.

These changes create no additional burden on directive authors and should resolve long-term access and posting issues.

Background: The Freedom of Information Act (FOIA) at 5 U.S.C. § 552(a)(2)(C) states that agencies must make available to the public "*administrative staff manuals and instructions to staff that affect a member of the public.*" One way the BLM meets this requirement is by posting directives to Electronic Reading Rooms on our external (public) websites. Washington Office IM No. 96-60, Changes 1 and 2, established policy for designating which directives should be posted to Internet (external) and/or Intranet (internal) websites. However, that policy only addressed temporary directives (i.e., Instruction Memoranda and Information Bulletins) and did not address permanent directives (i.e., Manuals, Supplements, and Handbooks). The policy in this IM will apply to all BLM directives, both permanent and temporary.

Policy/Action: This IM cancels IM No. 96-60, Changes 1 and 2, and replaces the previous code definitions (i.e., P = public, N = non-public, L = limited, and R = under review). The new definitions for access codes to be used on all BLM directives are:

P = Public Use on directives with full public access.

A “P” is used when the content of the directive is a policy or practice that directly affects a member of the public and when no information contained in the directive is prohibited from release under the FOIA. Example of use: Directive on the BLM’s cost recovery policy.

Directives with a “P” access code must be posted on both the Intranet and Internet.

I = Internal

Use on directives that can only be accessed by the BLM staff and that may require a FOIA request for public access.

An “I” is used when (1) the content of the directive contains any information that is prohibited from release without review under the FOIA, and/or (2) when the content is strictly internal BLM policy or practices that do not affect the public. Examples of use: A temporary directive seeking leave donations for a co-worker; a temporary directive distributing a draft policy to other BLM staff for their review and comment.

Directives with an “I” access code must be posted only on the Intranet (internal website).

R = Restricted

Use on directives with access restricted to specific BLM staff.

An “R” is used when the content of the directive is administratively sensitive and viewing is restricted to limited BLM personnel who have “a need to know” (i.e., only the person(s) the directive is addressed to, not all BLM employees, and not for public release). Example of use: Directive explaining sensitive security or Law Enforcement procedures.

Directives with an “R” access code must not be posted (linked) on either the Internet or the Intranet website.

It is the responsibility of the author of the directive to assign the correct access code. If assistance is needed, contact your local FOIA Coordinator or Records Administrator.

On a temporary directive (Instruction Memorandum or Information Bulletin), the access code will follow the subject code and office code, as follows:

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On a permanent directive (Manual, Supplement, or Handbook, and Transmittal Sheet Form 1221-1), the access code will be added to the title line, as follows:

1400-630 – ABSENCE AND LEAVE – (Internal)

Time frame: Effective immediately, access codes must be assigned to all new directives as they are created. Directives should be posted to appropriate websites within five working days from issuance.

For current, existing permanent directives, Information Resources Management, Records and Policy Group (WO-560), will review and make appropriate designations within six (6) months of the issuance of this IM. Within the same time frame, each State/Center Records Administrator will ensure the review and assignment of access codes to all existing State/Center issued permanent directives.

(Note: Temporary directives issued before the effective date of this IM already have an access code designation in accordance with IM-96-60. Those do not need to be reviewed and re-categorized.)

Manual/Handbook Sections Affected: BLM Manual 1221 – Directives and BLM Manual Handbook H-1221-1 – Writing and Formatting Directives. All current, existing Manuals and Handbooks are also affected to the extent that they must be given an access code in accordance with this IM.

(Note: The directives access codes defined in this IM do not affect the Records Access Categories established in the BLM Manual 1278. The Records Access Categories and the 1278 Manual are under review for revision.)

Coordination: This policy was developed in coordination with WO-560, and the Records Work Group Directives Team, and was reviewed by the Records Work Group, State/Center Records Administrators, and State/Center FOIA Coordinators.

Contact: Questions regarding this IM may be directed to your State/Center Records Administrator or FOIA Coordinator, or to Ted Weir, Bureau Records Administrator (WO-560) at (202) 452-7793.

Signed by:
Michael J. Howell, Jr.
Acting, Assistant Director
Information Resources Management

Authenticated by:
Robert M. Williams
Policy and Records Group, WO-560